

# INTERSTATE COMPACT ON JUVENILES

## SUPERVISION REQUEST FLOWCHART

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<b>Step 1.</b> Local Sending Court or Worker →  ↓	<ol style="list-style-type: none"> <li>1. Completes ICJ Forms IA/VI, IV and V, (ICJ form V should be completed on probation cases).</li> <li>2. Compiles necessary accompanying documents. This includes order of adjudication, order of disposition, conditions of probation/parole, legal and social history, school records and all other pertinent information.</li> <li>3. Submits ICJ packet to Sending State ICJ Office in triplicate.</li> </ol>
<b>Step 2.</b> Sending State Compact Administrator →  ↓	<ol style="list-style-type: none"> <li>1. Reviews ICJ forms for completion.</li> <li>2. Reviews materials for necessary documents. If documentation is omitted, obtain from sending court or worker.</li> <li>3. Sets up a file and records youth information in computer database.</li> <li>4. Forward packet to Receiving State ICJ Office in duplicate.</li> </ol>
<b>Step 3.</b> Receiving State Compact Administrator →  ↓	<ol style="list-style-type: none"> <li>1. Reviews ICJ packet for completeness.</li> <li>2. Submits request to local receiving court or worker for assessment/supervision.</li> </ol>
<b>Step 4.</b> Local Receiving Court or Worker →  ↓	<ol style="list-style-type: none"> <li>1. Reviews materials.</li> <li>2. Visits family.</li> <li>3. Completes assessment.</li> <li>4. Recommends acceptance or denial of supervision.</li> <li>5. Submits written report and decision to Receiving State ICJ Office in triplicate.</li> </ol>
<b>Step 5.</b> Receiving State Compact Administrator →  ↓	<ol style="list-style-type: none"> <li>1. Receives written assessment and decision.</li> <li>2. Accepts or rejects supervision.</li> <li>3. Sends report and notifies Sending State ICJ Office of acceptance or denial in duplicate.</li> </ol>
<b>Step 6.</b> Sending State Compact Administrator →  ↓	<ol style="list-style-type: none"> <li>1. Reviews report of acceptance or denial.</li> <li>2. Notifies sending court or worker of the decision.</li> </ol>
<b>Step 7.</b> Local Sending Court or Worker →  ↓	<ol style="list-style-type: none"> <li>1. Receives home evaluation and acceptance/denial of supervision report.</li> <li>2. Notifies youth/family of results of the report. If appropriate, prepares arrival packet in triplicate. The arrival packet should be sent at least two weeks in advance of youth's travel.</li> <li>3. Notifies, through interstate channels, placement plans, transportation arrangements, and case status.</li> </ol>
<b>Step 8.</b> Sending State Compact Administrator →  ↓	<ol style="list-style-type: none"> <li>1. Receives travel arrangements from local court or worker.</li> <li>2. Notifies Receiving State ICJ Office of travel plans.</li> <li>3. The packet consists of: ICJ Form V, school releases or GED, progress summary parole objectives and recent photograph.</li> </ol>